

# CITY OF PRAIRIE DU CHIEN OPEN RECORDS REQUEST

Requester's Names\* \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Voluntary – Requester is not required to give name or reason for request. If above information is not provided, it is the requester's responsibility to check back at a future date with the record's custodian on availability of records.

Specific records requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Following to be filled out by Custodian of Records:**

Request Received Date \_\_\_\_\_ By: Mail \_\_\_\_\_ In Person \_\_\_\_\_ Phone \_\_\_\_\_

Request Approved Yes \_\_\_\_\_ No \_\_\_\_\_ Authority \_\_\_\_\_

Reason if denied: \_\_\_\_\_

Copies Requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Report Copy pages \_\_\_\_\_ @ \$0.25 per page \$ \_\_\_\_\_

Mailing cost \$ \_\_\_\_\_ Search hours cost \$ \_\_\_\_\_ Photo cost \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

**Notice:** If your request for records has been denied, you have the right to a review by writ of mandamus under Wisconsin Statute 19.37 (1) or upon application to the Attorney General or the District Attorney.

**Research Costs:** Costs associated with locating a record not readily accessible will be passed on to the requester for locating the record. Per Wis. Stats. 19.35(3), if the costs for locating a record exceed \$50.00, the authority may impose this fee on the requester. The cost of separating confidential parts of a record from the parts to be released may not be charged. *72 Op. Att'y Gen. 99 (1983)*.

**Copy Costs:** As per Chapter 1.56 (5)(f) of the Municipal Code (General Government), it states: (f) A requester shall be charged a fee to defray the cost of locating and copying records as follows: 1. A cost of \$ .25 per page for photocopying shall be charged; \* Large copies, \$2.00 per page; and \$5.00 per plotted page. Said costs shall not exceed the actual, necessary and direct costs to the authority of reproduction, and such charges shall be prominently displayed and made available for inspection by the authority at its office. (\* Ordinance No. 04-10 5-04-04)